

Civilian Human Resources Training Application System

Release IV Overview Training History

30 September 2008



Objectives

- Enable the Army Civilian community to have visibility of DCPDS training history in CHRTAS
- Enable the Army Civilian community to update DCPDS training history with pertinent Army and non-Army funded training
- Include foundation for capturing and communicating training cost data with DCPDS

Directives

- Maximize data quality for DCPDS
- Fully support DCPDS mass update data interface requirements
- Establish HQ ACPERS interface for DCPDS training history
- Support OPM EHRI reporting requirements

Overview

- CHRTAS Release IV (Training History)
Features: (Feb 08)
 - Training History submission
 - Pre-Approved courses
 - Other courses
 - Approval Authority workflow
 - Primary role is in managing acceptable course entries
 - Supervisor approval workflow
 - DCPDS Update
 - ATRRS and DCPDS training history view

Overview

- New features for 30 Sep 08 IOC:
 - ❑ Approval Authority has been removed
 - ❑ Dynamic search added to course selection fields
 - ❑ CES legacy courses were added to course list
 - ❑ CES legacy course self-declaration tabs relocated from profile
 - ❑ Training history view updated to support IDP integration
 - ❑ Requested text and title changes

Logon

CHRTAS

Entry Page

Civilian Human Resource Application System

Main Menu

Student Functions

- Login to CHRTAS

Supervisor Functions

- Supervisor Review / Approval


Help

- New Features!
- Basic CES dL Lesson Map
- CHRTAS Tutorials
- CES Course Info
- CES Course Credit
- Help Desk
- CHRTAS Regional POC
- CES Help
- CES FAQs

Links

- Privacy and Security Statement
- CES Policy
- CES Matrix
- ATRRS Course Catalog

Click to Logon



YOU MUST CREATE A STUDENT PROFILE FIRST BEFORE YOU REGISTER FOR ANY CLASS.

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New Features!

→ Click Here

Announcements

23 Apr 2007

[Welcome](#)

DoD Privacy and Security Notice

Civilian Human Resources Training Application System

[Main Menu](#)

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I Agree

Click "I Agree" to continue to

Assistant G-1 for Civilian Personnel
Civilian Soldiers Supporting America's
Soldiers

Logon

Civilian Human Resources Training Application System

Main Menu

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Links

- Privacy and Security Statement
- CES Policy
- CES Matrix
- ATRRS Course Catalog



Please sign in below:

Please select your category

Sign In Options


- ☐ CAC
- ☐ AKO User ID
- ☐ SSN / EIN and DOB

[What is CAC?](#) [What is AKO?](#) [What is EIN?](#)

Attention Local National employees: Use your EIN and Date of Birth to log into CHRTAS. Do not use your CAC card.

Non-US Civilians - Please read

The information presented on this web site can not be reused, copied, duplicated, or distributed for non-ATRRS purposes without written permission from Military Personnel Management (DAPE-MPT), HQDA Army G-1, U.S. Army. This page was generated on September 30, 2008 at 9:49:59 PM ET from data provided by [Army Training Requirements and Resources System \(ATRRS\)](#).

**Announcements**


23 Apr 2007

[Welcome](#)

Verify Selected Organization

Civilian Human Resources Training Application System

[Main Menu](#)

9/30/2008
CHRTAS Application System

Welcome to the Civilian Human Resources Training Application System (CHRTAS)

You have selected to logon as the member of the organization displayed below:

Army

Selecting the wrong organization may adversely affect your application(s) for training. If your selection is incorrect, close your browser and start over. If your selection is correct, click the 'Continue' button.

To continue, press the 'Continue' button below:

Close Browser

Continue >>

[Questions? Problems? Suggestions? Please email us now.](#)

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Soldiers

10

Profile Change

EMPLOYEE

Welcome

The screenshot shows the 'Civilian Human Resources System' interface. The top navigation bar includes 'WELCOME JOHN!' and a 'Main Menu' link. The left sidebar contains 'Student Functions' and 'Supervisor Functions'. The 'Student Functions' list includes: Create / Update Student Profile, Apply for Training, Course Search, Review / Edit / Cancel Applications, Resend Approval Request Email, Training History Management **NEW!**, Individual Development Plan (IDP) **NEW!**, NSPS Funding Worksheet, NSPS Training Calendar, CES dL Certificates, Review CES Training Requirements, Review CES Training Surveys, CES Course Credit, and Logoff. A yellow callout bubble points to 'Create / Update Student Profile' with the text 'Click open Profile'. The center of the page features a circular logo for the 'United States Army Installation HR Solutions Command CHRTAS'. Below the logo, a red-bordered box contains the text: 'YOU MUST CREATE A STUDENT PROFILE FIRST BEFORE YOU REGISTER FOR ANY CLASS.' A yellow callout bubble points to this box with the text: 'Profile must be completed to use CHRTAS features, and checking profile for accuracy before using CHRTAS features will greatly improve overall experience.' The right sidebar has a 'New Features!' sticky note with a 'Click Here' link, an 'Announcements' section dated '23 Apr 2007' with a 'Welcome' link, and a small disclaimer at the bottom: 'The information during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for...'. The bottom of the page has a footer with the text: 'Assistant G-1 for Civilian Personnel Civilian Soldiers Supporting America's Soldiers'.

Civilian Human Resources System

WELCOME JOHN!

Main Menu

Student Functions

- Create / Update Student Profile
- Apply for Training
- Course Search
- Review / Edit / Cancel Applications
- Resend Approval Request Email
- Training History Management **NEW!**
- Individual Development Plan (IDP) **NEW!**
- NSPS Funding Worksheet
- NSPS Training Calendar
- CES dL Certificates
- Review CES Training Requirements
- Review CES Training Surveys
- CES Course Credit
- Logoff

Supervisor Functions

- Supervisor Review /

United States Army
Installation
HR Solutions
Command
CHRTAS

YOU MUST CREATE A STUDENT PROFILE FIRST BEFORE YOU REGISTER FOR ANY CLASS.

New Features!
→ Click Here

Announcements

23 Apr 2007

[Welcome](#)

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Profile must be completed to use CHRTAS features, and checking profile for accuracy before using CHRTAS features will greatly improve overall experience.

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Soldiers

Profile – Completed Training

Start Date: [] [] [] [] [] [] End Date: [] [] [] [] [] []

FOR ACTIVE MILITARY MEMBERS: Select Rank

Rank: []

Enlisted MOS with Skill Level / Warrant MOS []

Officer Branch: []

Verify Your Completed Training:

Attention!
The verify completed training feature for CES equivalent courses has been removed. Please select the CES Course Credit link on the homepage and follow the procedures for requesting equivalent training.

The Completed Training tabs have been removed.

Emergency POC Contact Info:

Last Name: [DOE] First Name: [JANE] MI: [N/A]

Relationship: [Wife]

Training History Features

EMPLOYEE

CHRTAS - Employee Entry Page

Civilian Human Resources Training Application System [Main Menu](#)

WELCOME JOHN!

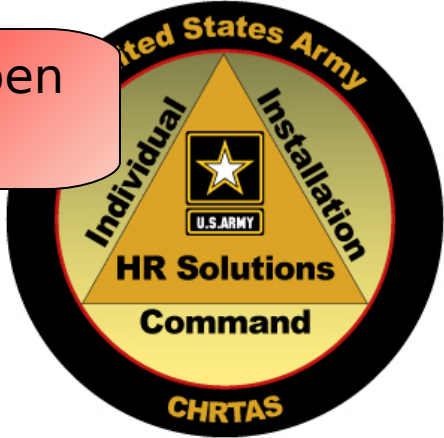
Student Functions

- Create / Update Student Profile
- Apply for Training
- Course Search
- Review / Edit / Cancel Applications
- Resend Approval Request Email
- Training History Management NEW!**
- Individual Development Plan (IDP) NEW!
- NSPS Funding Worksheet
- NSPS Training Calendar
- CES dL Certificates
- Review CES Training Requirements
- Review CES Training Surveys
- CES Course Credit
- Logoff

Supervisor Functions

- Supervisor Review /

Click to Open Training History



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New Features!
→ [Click Here](#)

Announcements

23 Apr 2007

[Welcome](#)

Request Credit (Top)

Default page, but can also be accessed from the Student Menu

Click to view your training history

Click to contact the CHRTAS Help Desk

The screenshot displays the CHRTAS interface. At the top, there is a header bar with the text 'Civilian Human Resources Training Application System' and a 'Main Menu' link. Below the header, there is a logo for the 'United States Army Installation HR Solutions Command CHRTAS' and a date '30 Sep 2008'. The main content area is titled 'Training History'. On the left, there is a 'Student Menu' with a list of options: 'Request Credit', 'Pending Request List', 'Previous Request List', and 'View Training History'. The 'Request Credit' option is circled in red. In the center, there is a 'Request Credit' section with a heading 'Request Credit' and a subheading 'Perform the steps below to request credit for course completions.' Below this, there is a 'Step One' section with the text 'Verify your student information. To edit this information, you must update your student profile.' This section contains a table with student information: 'Student Name: JOHN SMITH', 'Student Email: david.morello@asmr.com', 'Supervisor Email: dmorello@asmr.com', 'Gender: M', and 'SSN: xxx-xx-1234'. Below the 'Step One' section, there is a 'Step Two' section with the text 'View your training history.' and a button 'Click here to view your training history'. Below the 'Step Two' section, there is a 'Step Three' section. A yellow callout box with the text 'Click to contact the CHRTAS Help Desk' points to a 'Contact Help Desk' link circled in red.

Student Information	
Student Name:	JOHN SMITH
Student Email:	david.morello@asmr.com
Supervisor Email:	dmorello@asmr.com
Gender:	M
SSN:	xxx-xx-1234

Note: Use the Training History module to submit course completions to be added to your DCPDS Training History record.

Request Credit (Top)

Civilian Human Resources Training Application System

[Main Menu](#)

Student Menu
Training History

- ☐ Request Credit
- ☐ Pending Request List
- ☐ Previous Request List
- ☐ View Training History

Request Credit

Perform the steps below to request credit for course completions.

*** = Required Field**

Step One:

Verify your student information. To edit this information, you must update your student profile.

Student Name:	JOHN SMITH	Gender:	M
Student Email:	david.morello@asmr.com	SSN:	xxx-xx-1234
Supervisor Email:	dmorello@asmr.com		

Step Two:

View your training history.

[Click here to view your training history](#)

Step Three:

Select the course taken. Begin typing in the Code textbox to see a list of accepted courses. You may also submit a new course for approval.

Title:*	<input type="text"/>	Course Code/Number:*	<input type="text"/>
	(Max 60 characters) Character Count:		(Max 10 characters)
Description:*	<input type="text"/>		
	(Max 1000 characters) Character Count:		

Step Four:

Available entries are dynamically returned for title and code while you are typing

Note: If there is no match to the course the employee is submitting, the employee can simply continue entering the relevant information as needed. The new course entry will become available to the rest of the CHRTAS community.

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17

Request Credit (Top)

Civilian Human Resources Training Application System

Step Two:

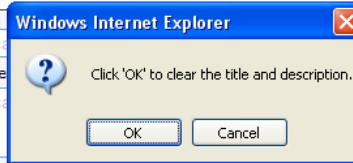
View your training history.

[Click here to view your training history](#)

Step Three:

Select the course taken. Begin typing in the Code textbox to see a list of accepted courses for approval.

Title:*	<input type="text" value="Leadership Education"/>	Course Code/Number:*	<input type="text"/>
	(Max 60 characters)		(Max 10 characters)
Description:*	<input type="text" value="Leadership Education"/>		
	(Max 1000 characters) Character Count: 36		



Step Four:

Select the specifics of the course attended.

Start Date:*	<input type="text"/>	Duty Hours:*	<input type="text" value="0"/>
End Date:*	<input type="text"/>	Non-Duty Hours:*	<input type="text" value="0"/>
		Total Course Hours:*	<input type="text" value="0"/>

Select the item that best fits.

Method:*	<input type="text" value="Self-Development Off-duty training normally paid by employee (Default)"/>
Training Desg Type:	<input type="text" value="NA (Default)"/>

Clearing either the Title or Code field will result in a prompt to clear the other related fields. Clicking Cancel leaves data in the fields for employee use.

Request Credit (Bottom)

Training
information
details

Displays
character
count
while
typing

Step Four:
Select the specifics of the course attended.

Start Date:*

End Date:*

Duty Hours:*

Non-Duty Hours:*

Total Course Hours:*

Select the item that best fits.

Method:*

Self-Development Off-duty training normally paid by employee (Default)

Training Desg Type:

NA (Default)

OPM Training Type:*

Basic Training Fundamental and /or required training (Default)

OPM Sub-Training Type:*

Purpose:*

Improve Performance (Default)

Training Type:*

Other (Default)

Step Five:
Enter comments if desired.

Comments:

(Max 1000 characters) Character Count: 14

Step Six:
Review information entered, then submit form.

An email will be sent to your supervisor notifying them of your request.


Submit

Note: Training information details section complies with DCPDS and OPM reporting requirements.

Pending Request List

Civilian Human Resources Training Application System

Main Menu



30 Sep 2008

Training History

[Contact Help Desk](#)

Student Menu

Training History

Request Credit

Pending Request List

Previous Request List

View Training History

Pending Requests

	Request Date	Course	Course Title	Supervisor Status
X	13 Feb 2008	ACCT 102	Principles of Accounting II	Pending
X	20 Feb 2008	ACCT 201	Intermediate Accounting I	Pending
X	19 Sep 2008	ACCT 241	Tax Accounting I	Pending
X	30 Sep 2008	ACFP	Army Congressional Fellowship Program	Pending
X	21 Feb 2008	CS 101	Preview of Computer Science	Pending
X	29 Jul 2008	CS 222	Computer Programming for Engineers	Pending
X	29 Jul 2008	ECON 100	Economics for the Citizen	Pending
X	29 Jul 2008	ENG 101	Expository Writing	Pending

Questions? Problems? Suggestion? Please email us now.

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Click to delete

Click Course code to open

Edit Pending (Top)

Civilian Human Resources Training Application System

[Main Menu](#)



30 Sep 2008

Training History

[Contact Help Desk](#)

Student Menu

Training History

- ☒ Request Credit
- ☒ Pending Request List
- ☒ Previous Request List
- ☒ View Training History

Edit Request

Perform the steps below to request credit for course completions.

* = Required Field

Request Status:

Supervisor Authority: (Credit Acceptance)

Pending

Step One:

Verify your student information. To edit this information, you must update your student profile.

Student Name:	JOHN SMITH	Gender:	M
Student Email:	david.morello@asmr.com	SSN:	xxx-xx-1234
Supervisor Email:	dmorello@asmr.com		

Step Two:

Edit Pending (Bottom)

Step Two:
View your training history.
[Click here to view your training history](#)

Step Three:
Select the course taken. You may select from the list of accepted courses or you may submit a new course for approval.

Title:*	Intermediate Accounting I <small>(Max 60 characters) Character Count: 25</small>	Course Code/Number:*	ACCT 201 <small>(Max 10 characters)</small>
Description:*	Explains financial accounting standard setting, concepts of financial accounting, balance sheets and income statements, and revenue and expense recognition; defines accounting for current assets, current liabilities, fixed assets, and intangible assets. <small>(Max 1000 characters) Character Count: 253</small>		

Step Four:
Select the specifics of the course attended.

Start Date:*	Jan	1	1990	Duty Hours:*	20
End Date:*	Mar	31	1990	Non-Duty Hours:*	0
				Total Course Hours:*	20

Select the item that best fits.

Method:*	Residence - Classroom at school
Training Desg Type:	Continuing education unit
OPM Training Type:*	Developmental Training Formal developmental/training programs
OPM Sub-Training Type:*	Supervisory Program
Purpose:*	Improve Performance (Default)
Training Type:*	Executive & Management

Step Five:
Enter comments if desired.

Comments: [no comments] - 20 Feb 2008 14:18
(Max 1000 characters) Character Count: 33

Step Six:
Review modifications entered, then click "Update".

[Update](#)

[<< Return to List of Pending Requests](#)

Click **Update** to save modifications, or **Return to List of Pending Requests** to leave without saving changes.

Previous Request List

Civilian Human Resources Training Application System

[Main Menu](#)



30 Sep 2008

Training History

[Contact Help Desk](#)

Student Menu	
Training History	
	Request Credit
	Pending Request List
	Previous Request List
	View Training History

Approved Requests				
Request Date	Course	Course Title	Supervisor	Status
13 Feb 2008	ACCT 101	Principles of Accounting I		Approved
20 Feb 2008	BASKWEAVE	Basketing Weaver Basic		Approved
29 Jul 2008	CS 211	Object-Oriented Programming		Approved
25 Sep 2008	GMU-MATH	Math Course		Approved
14 Feb 2008	IT 101	Introduction to Information Technology		Approved
29 Jul 2008	IT 103	Introduction to Computing		Approved
14 Feb 2008	MATH 106	Quantitative Reasoning		Approved

Disapproved Requests				
Request Date	Course	Course Title	Supervisor	Status
14 Feb 2008	MATH 105	Precalculus Mathematics		Disapproved
14 Feb 2008	MIS 204	Intro to Management Information Systems		Disapproved
13 Feb 2008	MKTG 301	Principles of Marketing		Disapproved

Click
Course
code to
open


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Re-Submit – Supervisor Disapproved

Entire request
can be
modified as
necessary

Civilian Training Resources Training Application System [Main Menu](#)

1 Sep 2008

 **Training History**

[Contact Help Desk](#)

Student Menu

- Request Credit
- Pending Request List
- Previous Request List
- View Training History

Student Information:

Student Name: JOHN SMITH Gender: M
Student E-mail: david.morello@asmr.com SSN: xxx-xx-1234
Student Comments: I need this course. - 14 Feb 2008 12:32

Course Information:

Course Code/Number: MATH 105 Title: Precalculus Mathematics
Description: Reviews mathematics skills essential to studying calculus. Topics include equations, inequalities, absolute values, graphs, functions, exponential and logarithmic functions, and trigonometry.

Step Three:

Select the specifics of the course attended.

Start Date:* Jan 2008 Duty Hours:* 0
End Date:* Jan 2008 Non-Duty Hours:* 0
Total Course Hours:* 0

Select the item that best fits.

Method:* Self-Development Off-duty training normally paid by employee (Default)
Training Desg Type: NA (Default)
OPM Training Type:* Basic Training Fundamental and /or required training (Default)
OPM Sub-Training Type:* Adult Basic Education
Purpose:* Improve Performance (Default)
Training Type:* Other (Default)

Supervisor Information:

Supervisor Name: BOSS
Supervisor E-mail: dmorello@asmr.com

Request Status

Status: Disapproved on 14 Feb 2008
Comments: Not needed at this time. - 14 Feb 2008 12:34

[<< Return to List of Previous Requests](#) [Re-Submit Request](#)

Questions? Problems? Suggestion? Please email us now.

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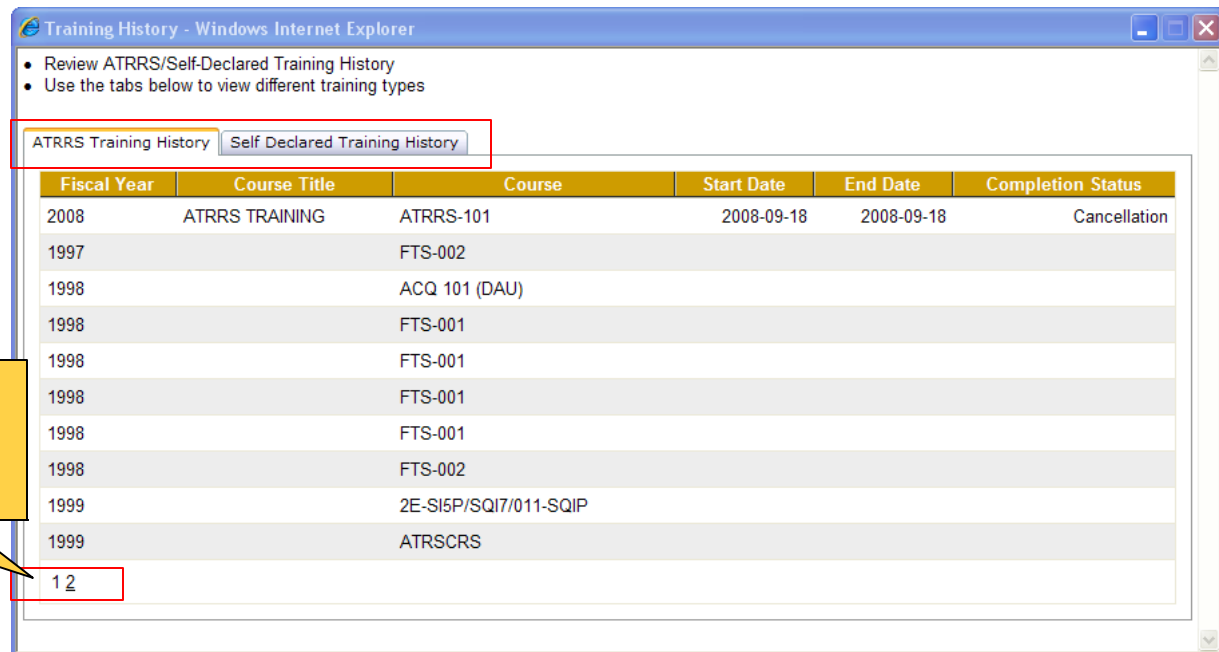
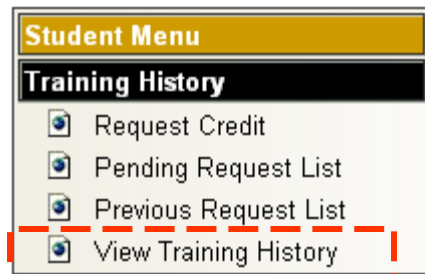
[Create / Update Student Profile](#) [Apply for Training](#) [Review / Edit / Cancel Applications](#) [Logoff](#)

Click to Re-Submit request.

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24

View Training History



A screenshot of a web browser window titled 'Training History - Windows Internet Explorer'. It shows two tabs: 'ATRRS Training History' (selected) and 'Self Declared Training History'. Below the tabs is a table with columns: Fiscal Year, Course Title, Course, Start Date, End Date, and Completion Status. The table contains 12 rows of training records. A red box highlights the '12' at the bottom of the table, indicating the total number of records.

Fiscal Year	Course Title	Course	Start Date	End Date	Completion Status
2008	ATRRS TRAINING	ATRRS-101	2008-09-18	2008-09-18	Cancellation
1997		FTS-002			
1998		ACQ 101 (DAU)			
1998		FTS-001			
1998		FTS-001			
1998		FTS-001			
1998		FTS-001			
1998		FTS-002			
1999		2E-SI5P/SQI7/011-SQIP			
1999		ATRSCRS			
12					

Paging is available if more than 10 records are returned.

Note: ATRRS Training History tab displays training history including CHRTAS training. The Self Declared Training History tab displays supervisor approved training submitted through CHRTAS Training History Management. DCPDS training history will also be visible using this function when the HQ ACPERS Training History interface is ready.

Training History Features

SUPERVISOR

CHRTAS – Supervisor Entry Page

Civilian Human Resources Training Application System

[Main Menu](#)



9/23/2008

CHRTAS Application System


Supervisor Menu
Training Applications
<input type="checkbox"/> Approve / Review CHRTAS Training Applications
Individual Development Plan
<input type="checkbox"/> IDP Management
<input type="checkbox"/> IDP Reports
Training History
<input checked="" type="checkbox"/> Pending Training History Requests
<input checked="" type="checkbox"/> Approved Training History Requests
<input checked="" type="checkbox"/> Disapproved Training History Requests

Click to access
desired
Training
History
capability



Pending Requests List

Civilian Human Resources Training Application System [Main Menu](#)

 30 Sep 2008 **Training History**

[Contact Help Desk](#)

Click on the student name to review their request.

Supervisor Menu

- Training History**
- Pending Requests
- Approved Requests
- Disapproved Requests
- CHRTAS Training

Historical Training Requests Pending Your Review


Name	Course	Request Date
MINAS KENANIDIS	IT-402	26 Sep 2008

[Questions? Problems? Suggestion? Please email us now.](#)

Click individual's
name to open
request

Request Review

Civilian Human Resources Training Application System [Main Menu](#)

 30 Sep 2008 **Training History** [Contact Help Desk](#)

Supervisor Menu

- ☒ Pending Requests
- ☒ Approved Requests
- ☒ Disapproved Requests
- ☒ CHRTAS Training

Verify/Approve Student Information

* = Required Field

Student Information:

Student Name:	MINAS KENANIDIS	Gender:	M
Student E-mail:	liu@asmr.com	SSN:	xxxxxx-0112
Student Comments:	[no comments] - 26 Sep 2008 14:31		

Course Information:

Course Code/Number:	IT-402		
Title:	Network Admin		
Description:	In this course we leaned Network Admin		
Start Date:	01 Apr 1999	End Date:	31 Jul 1999
Duty Hours:	9	Non-Duty Hours:	89
		Total Course Hours:	98

Course Specifics

Method:	Self-Development Off-duty training normally paid by employee
Training Desg Type:	NA
OPM Training Type:	Basic Training Fundamental and /or required training
OPM Sub-Training Type:	Agency Required Training
Purpose:	Improve Performance
Training Type:	Other

Supervisor Approval:

Supervisor Comments:* (Required for Disapproval)

(Max 1000 characters) Character Count:

[<< Return to List of Requests](#) [Submit](#)

Press the "Submit" button to continue

[Questions? Problems? Suggestion? Please email us now.](#)

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Select Approval type and enter optional comments *

Review submitted course graduation information (cannot edit)

* Comments are required for disapprovals.

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Approved Requests List

Civilian Human Resources Training Application System

[Main Menu](#)



30 Sep 2008

Training History

[Contact Help Desk](#)

Click on the student name to review their request.

Supervisor Menu

- ☐ Pending Requests
- ☒ **Approved Requests**
- ☐ Disapproved Requests
- ☐ CHRTAS Training

Approved Historical Training Requests


Name	Course	Request Date	Status	Approved Date
JOHN SMITH	IT 103	29 Jul 2008	Approved	29 Jul 2008
JOHN SMITH	MATH 106	14 Feb 2008	Approved	14 Feb 2008
JOHN SMITH	ACCT 101	13 Feb 2008	Approved	13 Feb 2008
JOHN SMITH	CS 211	29 Jul 2008	Approved	29 Jul 2008
JOHN SMITH	IT 101	14 Feb 2008	Approved	14 Feb 2008
ROGER SMITH	ENG 101	29 Jul 2008	Approved	29 Jul 2008

[Questions? Problems? Suggestion? Please email us now.](#)

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Click individual's
name to view
approved request

View Approved Request

Civilian Human Resources Training Application System		Main Menu																																																
<div> 30 Sep 2008 Training History</div>																																																		
Contact Help Desk																																																		
Supervisor Menu <ul style="list-style-type: none"><input checked="" type="checkbox"/> Pending Requests<input checked="" type="checkbox"/> Approved Requests<input checked="" type="checkbox"/> Disapproved Requests<input checked="" type="checkbox"/> CHRTAS Training	Student Information: <table><tr><td>Student Name:</td><td>ROGER SMITH</td><td>Gender:</td><td>M</td></tr><tr><td>Student E-mail:</td><td>aitasstu@asmr.com</td><td>SSN:</td><td>xxx-xx-9988</td></tr><tr><td>Student Comments:</td><td colspan="3">Completed at Virginia Tech. - 29 Jul 2008 16:01</td></tr></table> Course Information: <table><tr><td>Course:</td><td colspan="3">ENG 101</td></tr><tr><td>Title:</td><td colspan="3">Expository Writing</td></tr><tr><td>Description:</td><td colspan="3">Concentrated work in English composition, emphasizing rhetoric, style, and structure, and giving some attention to methods of documentation. The course focuses primarily on the students' own compositions.</td></tr><tr><td>Start Date:</td><td>01 Jan 1996</td><td>End Date:</td><td>31 May 1996</td></tr><tr><td>Duty Hours:</td><td>0</td><td>Non-Duty Hours:</td><td>0</td></tr><tr><td>Total Course Hours:</td><td colspan="3">0</td></tr></table> <div>Course Specifics<table><tr><td>Method:</td><td>Self-Development Off-duty training normally paid by employee</td></tr><tr><td>Training Desg Type:</td><td>NA</td></tr><tr><td>OPM Training Type:</td><td>Basic Training Fundamental and /or required training</td></tr><tr><td>OPM Sub-Training Type:</td><td>Adult Basic Education</td></tr><tr><td>Purpose:</td><td>Improve Performance</td></tr><tr><td>Training Type:</td><td>Other</td></tr></table></div>		Student Name:	ROGER SMITH	Gender:	M	Student E-mail:	aitasstu@asmr.com	SSN:	xxx-xx-9988	Student Comments:	Completed at Virginia Tech. - 29 Jul 2008 16:01			Course:	ENG 101			Title:	Expository Writing			Description:	Concentrated work in English composition, emphasizing rhetoric, style, and structure, and giving some attention to methods of documentation. The course focuses primarily on the students' own compositions.			Start Date:	01 Jan 1996	End Date:	31 May 1996	Duty Hours:	0	Non-Duty Hours:	0	Total Course Hours:	0			Method:	Self-Development Off-duty training normally paid by employee	Training Desg Type:	NA	OPM Training Type:	Basic Training Fundamental and /or required training	OPM Sub-Training Type:	Adult Basic Education	Purpose:	Improve Performance	Training Type:	Other
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Disapproved Requests List

Civilian Human Resources Training Application System [Main Menu](#)

 30 Sep 2008 **Training History**

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Click on the student name to review their request.

Supervisor Menu

- [Pending Requests](#)
- [Approved Requests](#)
- [Disapproved Requests](#)
- [CHRTAS Training](#)

Disapproved Historical Training Requests

Name	Course	Request Date	Status	Disapproved Date
JOHN SMITH	MATH 105	14 Feb 2008	Disapproved	14 Feb 2008

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disapproved request

View Disapproved Request

Civilian Human Resources Training Application System

Main Menu



30 Sep 2008

Training History

Contact Help Desk

Supervisor Menu

- ☒ Pending Requests
- ☒ Approved Requests
- ☒ Disapproved Requests
- ☒ CHRTAS Training

Student Information:

Student Name:JOHN SMITHGender:M

Student E-mail:cory.donohue@asmr.comSSN:xxx-xx-1234

Student Comments:I need this course. - 14 Feb 2008 12:32

Course Information:

Course:MATH 105

Title:Precalculus Mathematics

Description:Reviews mathematics skills essential to studying calculus. Topics include equations, inequalities, absolute values, graphs, functions, exponential and logarithmic functions, and trigonometry.

Start Date:01 Jan 2008End Date:31 Jan 2008

Duty Hours:0Non-Duty Hours:0Total Course Hours:0

Course Specifics

Method:Self-Development Off-duty training normally paid by employee

Training Desg Type:NA

OPM Training Type:Basic Training Fundamental and /or required training

OPM Sub-Training Type:Adult Basic Education

Purpose:Improve Performance

Training Type:Other

Supervisor Information:

Supervisor Name:BOSS

Supervisor E-mail:aitassup@asmr.com

Request Status

Status:Disapproved on 14 Feb 2008

Comments:Not needed at this time. - 14 Feb 2008 12:34

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Assistant G-1 for Civilian Corps
Supporting America's Soldiers

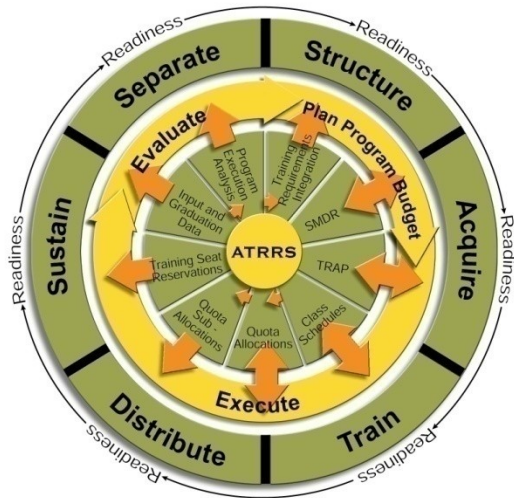
33

Training History Features

POST-SUPERVISOR APPROVAL

Back-end Processes

- Outbound
 - CHRTAS updates ATRRS Training History information
 - New Training History records sent to DCPDS via ATRRS/DCPDS interface
- Inbound
 - DCPDS Training History for Army Civilians sent to HQ ACPERS
 - HQ ACPERS sends DCPDS Training History for Army Civilians to ATRRS/CHRTAS



Questions?